

Equality of Opportunity Committee

EOC(3)-02-11 : Paper 1

National Assembly for Wales Annual Equality Report 2010

National Assembly for Wales

Annual Equality Report 2010

Foreword

This has been a busy year for the Assembly, as we made strong progress with our Equality Scheme and with preparations to ensure that our equality aspirations are in line with the new Equality Act 2010. We also held our first Equality and Diversity Month in June, which raised awareness amongst staff and Assembly Members on a range of issues. The newly renovated Pierhead provides a brilliant venue for the people of Wales to debate, create and use. Events such as Gypsy Roma Traveller History Month saw the Pierhead fulfil its potential as an attractive public space.

I was very impressed personally with the success of the Step Up Cymru programme and how the Assembly worked with other public bodies for the benefit of strengthening our democracy and encouraging our civil and political landscape to reflect the diversity of the people it serves.

Looking forward, the forthcoming referendum on Assembly powers and the 2011 Assembly Elections, the Assembly has produced information in a range of accessible formats to explain to voters what Vote 2011 means for Wales. As we move forward into the Fourth Assembly, I want us to ensure that the Assembly does not lose the impetus to promote equality in all it does so that our services, information and buildings are accessible to all, and that this remains a budget priority and a core activity of our business of communication with all citizens.

May I take this opportunity to acknowledge the contribution of members of staff who recently left. Denise Rogers worked for the Members' Research Service and was a great advocate of equality within the organisation. Christine Morgan, the Assembly's Access Adviser, also left her role last year. Her dedication and commitment to promoting equality, with particular regard for justice for disabled people, helped her achieve a number of great successes in her time with the organisation. Together with the rest of the Team, we wish them well, and renew our commitment to the equalities agenda in all its various forms.

Presiding Officer and Chair of the Assembly Commission

01_Summary

The National Assembly's Annual Equality Report 2010 provides an update on progress in the implementation of the Assembly's Equality Scheme 2008-2011. The Scheme and its action plan is designed to support the National Assembly for Wales in promoting equality, valuing diversity and identifying and removing potential barriers to equality for our staff, Assembly Members and their staff and for the public that we serve.

The report highlights some of the work that we have undertaken in 2010 to promote equality. It includes information on our equality framework and some equality monitoring data. We also include information about how we support our staff, Assembly Members and their staff from an equality perspective. We take a look at the services we provide to members of the public, how we engage with the people across Wales and encourage people from under-represented groups to participate in the work of the Assembly. Annex A of the report provides update on our detailed equality objectives.

Some highlights of 2010 include:

- The completion of the partnership Step Up Cymru Scheme
- Equality and Diversity Month in June to raise awareness for staff, Assembly Members and their staff
- Promoting our accessible information policy and toolkit to staff
- Undertaking a staff survey and training needs analysis to help design our equality learning and development programme
- Pierhead re-opening as a resource for the people of Wales
- Achieving 47th place in the UK Stonewall Workplace Equality Index 2010
- Finalising our new staff Gender Reassignment policy
- Producing a report 'Scaling the Walls' from our event to mark the previous International Day of Disabled People
- Working with partners to celebrate and recognise specific equality events
- Achieving Investors in People (IiP) – Gold standard recognition
- Providing staff with basic information about the Equality Act 2010

Our priorities for 2011 will include:

- Equality Act 2010- preparing for the public sector equality duty and developing staff training
- Equality Impact Assessing – enhancing our existing tool and system

- Equality Information for Assembly Members in the Fourth Assembly – ensuring that information for Members in their roles as employers and service providers is available and current
- Reviewing our Equality Scheme and publish a new Scheme by April 2012
- Continuing to improve our staff equality data
- Enhancing our website’s accessibility
- Braille Signage – updating where necessary across the estate
- Developing a Child, young person and vulnerable adult protection policy

02_Equality Framework in the Assembly

The National Assembly for Wales is an organisation that is fully committed to equality of opportunity. In fact, it is written in our very DNA. Under the Government of Wales Act, the piece of law that created the Assembly, we have a duty to promote equality. This duty has been expanded in the recent Equality Act 2010 which puts further responsibilities on the Assembly to consider and promote equality.

To help us with this responsibility we have developed an Equality Statement and an Equality Scheme which explain how we make sure that we consider equality in everything that we do.

Our vision is to be a leading organisation in our commitment to promoting equality, valuing diversity and respecting human rights in our role as an employer and as an organisation that provides support for Assembly Members and interacts with the public.

We believe that equality of opportunity for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination.

We strive to create an accessible and effective parliamentary body, which engages with and respects all of the people of Wales.

As an organisation, our values are to:

- Promote, respect and value equality of opportunity and diversity
- Challenge and eliminate harassment and discrimination
- Recognise and remove barriers to equality
- Behave as an exemplary employer and accessible service provider
- Value the contribution made by our staff and support each individual to realise their full potential
- Aim for our workforce to be representative of our diverse society
- Widen participation and engagement across Wales
- Promote positive attitudes and good relations between all groups of people
- Accept the social model of disability, recognising that it is the barriers created by society which creates disability, not an impairment

We aim to achieve our objectives and promote our values by implementing and actively monitoring our Equality Scheme and Action Plan and other supporting policies; by training and supporting staff, Assembly Members and their staff with relevant equality training and awareness-raising activities; by involving our staff and members of the public in our impact assessment and decision-making processes; and by acting, where appropriate on feedback and suggestions

This report provides an update on the work that we have doing in 2010 in order to meet the values listed above. The report will be presented to the Assembly's Equality of Opportunity Committee whose job it is to make sure that we are doing as much as we can to promote equality of opportunity.

03_Highlights of Activity and Progress in 2010

Step Up Cymru

The Step Up Cymru Scheme was developed in partnership between the National Assembly for Wales, the Welsh Government and the Welsh Local Government Association and ran from October 2009 until April 2010. The idea for the Step Up pilot scheme arose as a result of feedback and evaluation of the Operation Black Vote (OBV) Shadowing Scheme that ran in the National Assembly for Wales during 2007/2008 that aimed at increasing black and other minority ethnic (BME) representation amongst political groups/parties. In building on the work of the previous OBV Scheme, the aim of the partnership was to increase the democratic participation and active citizenship of people in Wales who identified themselves as under-represented in politics and/or civil life.

The Scheme involved Assembly Members and Local Councillors from across Wales volunteering to mentor people from under-represented groups and to invite them to shadow them in their roles as elected members. Thirty-four mentoring pairs undertook the Scheme across Wales.

Table: Mentees by protected characteristics

	Applications	Shortlisted	Successful Mentees
Total	79	58	36*
Women	54	40	27
Men	24	15	9
Transgender	1	1	0
Disabled people	40	24	12
BME people	21	16	14
Lesbian, gay, bisexual people	7	5	3
Under 25	8	6	5
Over 55	19	12	6

*34 Mentees commenced the Scheme

Participants were required to have a minimum of ten 'experiences' with their Mentor, such as attending a council surgery, an Assembly committee meeting, constituency visit or campaign. In addition to the experiences, a training plan was offered to Mentees that consisted of a variety of courses aimed at increasing their knowledge, confidence and active citizenship.

An evaluation report was produced and is available on the Assembly's website. Key findings from the report include:

- Mentees' understanding of the different levels of government had significantly increased by the time the scheme had concluded.
- Mentees significantly improved their understanding of differences between the political institutions during the course of the scheme
- There was an increase in the understanding of the roles of elected representatives: Assembly Members, local councillors and MPs
- There was also an increase in their confidence in politicians
- Mentees were asked to rate themselves as active citizens with an average response of 4.4 out of 10 at the outset compared with 8.1 out of 10 by the end of the scheme

Since participating on the Scheme, a number of Mentees have already become more active in civil society including those who are working more closely with political parties, standing for elected office, joining local advocacy or representative bodies, or becoming more active in their local community.

“So my confidence has grown enormously since being involved in Step Up Cymru, it was just what I needed.” (Step Up Mentee)

“I came into this scheme with minimal knowledge of the political process. I came away from the scheme with a vast amount of knowledge, which now enables me to make choices and decisions relating to politics in a way I would never have thought before.” (Step Up Mentee)

“With this scheme I have been on such a journey, I have learnt and grown so much...yet I have so much more to learn and do! My life is heading in a completely new direction and I am extremely happy with it.” (Step Up Mentee)

Equality and Diversity Month June 2010

Throughout June, the Equality and Access Team, along with colleagues throughout the organisation, organised a number of events to celebrate Equality and Diversity Month at the Assembly. Highlights included:

- Our re-launched intranet site which is a resource for all staff. Our new site has information on our corporate framework, our publications, equality-related events, information on how we can support staff and Assembly Members and information on each of the protected characteristics.
- We met with a trans advocate who promoted trans equality
- An Understanding Islam event that was well attended by staff. Sheikh Kamal al-Idrisy provided attendees with an introduction to the faith and looked at some of the misconceptions that exist. A former MRS

employee spoke of her experience of converting to Islam and some of the positive and negative issues that she has faced. The session was instigated by a member of staff who wanted to look at countering some of the negative publicity around the faith.

- The Assembly's football team supported the Kick Racism Out of Football campaign at a match they played (and won) at the Millennium Stadium.
- The Corporate Health Team's wellbeing fair was very successful and presented staff with information on how to lead fulfilled, healthy lives.
- The launch of the Assembly's new Dignity at Work and Domestic Abuse policies was also very successful and well attended. The presentation from a survivor of domestic abuse about her experience was very powerful and identified why it is important to have a supportive workplace and an effective policy.
- We also hosted a number of events including Face Equality, a campaign against homophobia and transphobia, and Refugee Week.

“I didn't understand why domestic abuse was a workplace issue.
Hearing from a survivor of domestic abuse was important as it
brought our policy to life.”
(Attendee at the launch of our Domestic Abuse policy)

Accessible information policy

The National Assembly is committed to ensuring that everyone in Wales is able to access and understand all of the information that we produce. To assist us with this commitment, the Assembly's Equality team produced an accessible informational policy and toolkit. This toolkit was promoted to all staff during Equality and Diversity Month.

Staff survey and training needs analysis

As part of Equality and Diversity Month, we undertook a survey and training needs analysis in order to gather evidence of our staff's experiences within the organisation and to identify training needs around the equality agenda. The survey involved a series of questions on awareness of how the Assembly supports diverse employees; attitudes and behaviours witnessed and experienced within the Assembly; suggestions for improvements; identifying training gaps and an equality monitoring form. Results from the survey will assist in the development of an equality training programme and work toward further addressing any harassment / unacceptable behaviour within the Assembly.

Pierhead re-opening

Following months of extensive refurbishment, the landmark Pierhead building in Cardiff Bay re-opened its doors to take on its new role as an

events and visitor attraction. The building was re-developed with the assistance of a disability access group to ensure that the building was as accessible as possible taking into consideration the limitations that existed because of its status as a listed building.

Stonewall WEI 2010

The Assembly again made a submission to be included in Stonewall's Workplace Equality Index, a benchmarking exercise to identify the most gay-friendly employers in the UK. Recognising the hard work that has been undertaken by teams across the organisation, we were rewarded with a place on the index at number 47, up from 73 in 2009 and 208 in 2008.



“I am very proud to work for an organisation that is considered one of the top gay-friendly employers in Britain. The Assembly provides a lot of support for LGB staff. Our staff network, Equality Team, HR policies and our External Communications Department all actively promote LGB equality.” (A member of our OUT-NAW, our LGB&T staff network)

Gender Reassignment policy

The Assembly has worked with trans advocates to develop a policy which will enable us to support a member of staff who has undergone, is undergoing or intends to undergo gender reassignment.

International Day of Disabled People

The National Assembly for Wales celebrated the International Day of Disabled People (IDDP) 2009 with a positive day dedicated to the issues of access to democracy and the upsurge of instances of disability hate crime. Following the event, the Equality team produced a report, entitled Scaling the Wall which made suggestions on how access to democracy can be improved and issues related to disability hate crime considered. The report was sent to relevant organisations for consideration. Taking forward the suggestion regarding accessible information the Assembly celebrated IDDP in December

2010 by launching our suite of accessible information promoting the election and referenda in 2011.

Celebrating Equality

The Assembly has celebrated equality and diversity throughout the year. For example, we worked with a range of partners to mark LGBT history month, we hosted a Women in Democracy discussion, we hosted an event and exhibition for Black History Month, we have hosted events for Diwali, Muslim Aid, the Refugee Council, we had a presence at Mardi Gras and we have raised staff awareness through internal publications and hosted a range of events.

Investors in People (IIP) – Gold standard

The Assembly has been recognised as a Gold standard Investor in People. IIP provides a framework for improving organisational performance and competitiveness through a planned approach to setting and communicating business objectives and developing people to meet these objectives. The outcome of the assessment reflects the commitment the organisation has to approaching people management and involving staff in the drive for continuous improvement. Our Assessor was full of admiration for our work and said she could clearly see that good things happen here on a daily basis. She praised our culture, excellent leadership and role models and spoke of loyalty, respect, trust and pride within the organisation.



Awareness of the Equality Act 2010

Since its publication, the Assembly has worked with partner organisations to raise awareness of the Equality Act 2010. We hosted an Equality and Human Rights Commission meeting about the Act which brought together equality practitioners from across South Wales to share knowledge and best practice. We also invited local barristers to speak to some of our staff about the implications of the Act on the Assembly as an employer and a service provider.

04_Our Workforce

In our 2009 Annual Equality report we stated that our workforce is our greatest asset. This remains the case. We are very lucky to have a workforce that is committed to the work of the Assembly and to promoting the concept of equality. We support all of our employees and develop a culture which promotes fairness, equality and respect.

Workforce profile

Despite our efforts over the last year, gaps remain in our staff monitoring data. The information that we have is available in Annex B. Over 2011, we will be working towards having a more complete picture of our workforce profile.

Recruitment data

Information on the diversity of job applicants is available in Annex C.

05_Supporting Staff

Equality Team and New Intranet Resource

The Equality Team provides advice to staff, Assembly Members and Assembly Members' staff on issues relating to equality and access. This year, the Team updated our equality and diversity intranet pages to provide a resource for information which includes updates on equality law, practical advice on providing an accessible service and contact details for the Team.

“The Equality Team’s new intranet site provides a lot of very useful information, advice and guidance for staff. The briefings on the new Equality Act are very helpful.”
(Comment from one of our Heads of Service)

HR Operations Team

The HR Operations Team provides all Assembly staff with a wide range of services, including advice and guidance on staff related issues, to enable them to undertake their roles efficiently, effectively and confidently. The Team works closely with the Equality Team colleagues, especially in relation to developing employment-related policies and equality monitoring.

H&S Adjustments

In line with health and safety law, the Assembly’s Health and Safety Adviser ensures that staff have working environments that are ergonomic and accessible. Below are some comments from staff who have had additional support provided to ensure that they are able to carry out their jobs effectively and comfortably in spite of a disability or long-term condition that impacts on their ability to do undertake their role.

“I suffer from seronegative spondyloarthritis: arthritis affecting my spine, hips, knees hands and shoulders. This has a massive impact on my mobility and affects my working life. The support I have received from the Health and Safety Adviser and his team has been outstanding. They have provided me with equipment to make my working day less painful and therefore more productive. The continuing support I receive from them helps me to remain working and I am extremely grateful to them.” (AMSS)

“Attempts by the H&S Adviser and management to minimise the impact of the pain and discomfort I suffer daily from RSI have been second to none - from the provision of equipment to active stress management. I have also been supported by the Occupational Health Nurse and have received counselling and

stress management therapy through the Employee Assistance Programme. The Alexander Technique classes that have been arranged have also been extremely beneficial. Without all of this I doubt that I would still be working full time, if at all.” (Assembly staff)

Personal Emergency Evacuation Plans (PEEPs)

The Equality Team and Health and Safety Team have worked together to produce guidance on the production of PEEPs for disabled staff who may require one. PEEPs ensure that disabled staff are able to exit their workplace safely and with dignity in an emergency situation whatever may be their specific requirements.

Staff networks

Currently, there are two staff networks in existence: Embrace (our network for disabled staff) and OUT-NAW (our LGB&T staff network). A BME staff network is also due to be established following requests from BME staff. The purpose of the networks is to promote a safe, inclusive working environment and advise the Assembly Commission on issues that might affect staff from under-represented groups. One of their main roles is to feed into the development of policies. Most recently, some notable examples include the Dignity at Work Policy and Domestic Abuse Policy. The networks are run by staff, for staff and they manage their own budget.

“Embrace, our disability staff forum provides advice and support for disabled members of staff. We also input into the development of Assembly policies as it is important that disabled staff have a voice within the organisation.” (Member of Embrace)

Employee Assistance Programme

The service is a confidential helpline for staff to turn to for advice on any number of issues. These include debt, stress, work, relationships and personal concerns. Through the helpline, face to face counselling services can also be accessed in local areas.

Flexible Working

Assembly Business operates on the principle of family-friendly working hours: timetabling of Assembly Business prior to 09.00 or after 18.00 is avoided where possible.

A number of flexible working options are open to enable staff to balance work and home commitments. While the needs of staff are balanced with business needs, options available include home working, reduced hours, compressed hours, part-time, flexi-time and term-time working.

Learning and development

Over the last year, the Assembly has provided a number of training opportunities in order to encourage staff to learn more about equality and diversity within the Assembly and across Wales. Training has included the following:

- A number of staff have now completed Level 1 British Sign Language and are looking forward to starting Level 2 in the Spring of 2011. The course has enabled staff to have basic conversations with BSL-users and has already proven to be a useful skill.

“I have always had an interest in sign language especially working in a customer service environment. I was able to meet and greet visitors to the Assembly estate with hearing difficulties a few weeks into the course. By the time the third and final exam had arrived I was able to help with deaf visitors to an event in Pierhead. I am now eagerly waiting to start level 2 so that I can gain more confidence and able to sustain a longer flowing conversation with visitors to the Assembly.” (BSL Learner)

- In June 2010, the Equality Team held a month of activities to promote equality to all staff in the Assembly, to Assembly Members and to the public. There were a number of awareness raising events including transgender awareness, a session on Understanding Islam, support for people suffering domestic abuse, mental ill health and producing accessible information. We also hosted a number of events, launches and exhibitions including Disability Pride, Refugee Week, anti-homophobia and anti-transphobia and Gypsy Roma Traveller History Month.

“Before the event I was quite ignorant about Islam but now I definitely understand more about it. It answered a lot of questions for me, especially around the misconceptions in the media”

- Also as part of Equality and Diversity Month, we launched our redeveloped Equality intranet site. These new pages provide information, advice and other resources for staff in the Assembly.
- In order to successfully complete effective Equality Impact Assessments, our Equality Team attended some external training. Impact Assessments are a way of making sure that decisions made within the Assembly consider whether there will be any negative or positive impact on different groups of people. The training provided useful background information and practical examples. Although we have undertaken informal assessments in the past, the Team are now finalising our Impact Assessment Tool in order to help us take a more formal approach.
- Training focussing on the Equality Act 2010 - A number of staff have attended training looking at how the new Equality Act impacts upon the work of the Assembly. Training undertaken includes our Legal Department inviting a team of barristers to provide an update to staff on the new Act and the Equality Team hosting an Equality and Human Rights Commission Wales conference on the implications of the new Act. Building on these opportunities, the Equality Team is currently working closely with our Human Resources colleagues to develop an equality learning and development strategy for 2011. This will enable all staff in the Assembly to find out more about their roles and responsibilities under the Equality Act 2010.
- Following the departure of our Access Advisor as part of our voluntary redundancy scheme, the remaining members of our Equality Team are undertaking Access Auditing training in order to fill the gap in expertise.
- Seminars have been held on 'Considering Equality Issues' so that researchers within the Members' Research Service have practical experience of applying their internal guidance on considering equality issues. In addition, subject-specific seminars have been held for researchers, including a seminar on gender budgeting.
- Staff across the Assembly have also attended equality-related conferences and training days including events organised by Stonewall, Disability Wales, Equality and Human Rights Commission, Centre for Accessible Environments. Our staff have also worked with

equality colleagues in Westminster and other devolved administrations in order to share best practice.

Work placements

In 2010 we offered a secondment opportunity to 19 equality organisations in Cardiff and the surrounding area. The work placement was offered to BME, LGB&T and disabled people and was successfully awarded to a member of staff from BAWSO (Black Association Of Women Step Out). BAWSO is an accredited Welsh Assembly Government service provider of support to BME women and children fleeing from abuse. Eunice Chipachini worked within the Recruitment and Learning & Development teams as an HR IT Officer three days a week for a period of six months, primarily focusing on the implementation of the HR IT system.

By working with Eunice we were able to benefit from her experience of delivering high quality services within a very diverse setting whilst dispelling any stereotypical myths that the Assembly's workforce is only full of 'white middle-aged welsh-speaking men'. The secondment offered her the opportunity to see this first hand and communicate to her colleagues, service users, family and friends within minority communities to think about the Assembly as a potential employer. The mutual learning to both the Assembly and BAWSO has therefore been very positive.



“Working for the Assembly is an opportunity to be empowered and learn from the best. It is a chance to contribute and learn about alternative working practices. I hope to develop my career and professionalism and to develop a vast number of transferable skills and be able to apply them into a new context. From this placement, I also hope to increase my confidence to operate at a higher level and to demonstrate to others that you can achieve success”

The Assembly has also worked with Gofal to develop a supported work placement for an individual with mental ill health. Alistair Howells works within the Members' Research Service providing support for researchers and within the National Assembly library. He works for the Assembly every Friday for a total of four hours a week over the course of one year. Alistair, his colleagues within the Assembly and his support workers have all noticed a distinct improvement in his confidence and skills whilst undertaking his work placement within the Assembly. We are committed to supporting

members of staff with mental health issues and have a number of support mechanisms in place. By bringing Alistair into the Assembly we are also promoting our supportive workplace to other people with mental health issues both within and outside of the Assembly. Our staff are also learning a lot from Alistair's time here.

"I get great satisfaction from my work placement. I find the work very interesting. I now feel more confident meeting new people and am able to use this opportunity to build on my skills and social networks."

A. Howells

06_Providing services for the public

Accessible buildings

We believe that the Assembly and our buildings belong to the people of Wales. As such, we strive to ensure that the buildings across the Assembly estate are as accessible as possible. Our Estates and Facilities Team consult the Health and Safety Advisor and the Equality and Access Team before alterations are made. Where necessary, we also consult with disabled service users to ensure that our spaces are accessible.

During the redevelopment of the Pierhead, an access group was brought together to provide advice to the project team. Working alongside our Access Advisor, the group input into the project from the earliest stage of the redevelopment.

Accessible proceedings

We try to ensure that our Assembly business is accessible to the public. People across Wales can watch all of our plenary and committee proceedings online at Senedd TV. For those who visit the Senedd, communication support is available upon request with reasonable notice.

Visitors to the Senedd can watch and listen to proceedings from the public galleries. We have recently upgraded the screens that we use in order to improve video and audio quality and to provide more information on activities taking place in the Siambr and committee rooms.

Transcripts of Assembly proceedings are published online in accessible formats.

Accessible information

We have a style guide and accessible information toolkit which is used by staff to ensure that our written outputs are accessible. We proactively produce some public information in alternative formats and provide other documents in alternative formats upon request. Each of our publications has a statement on how people can request a document in an alternative format.

A major project for the Assembly over 2010 and 2011 is the Vote 2011 campaign which is encouraging the people of Wales to use the power of their vote in the election and referenda in 2011. As part of our Vote 2011 campaign, we have produced information in a range of accessible formats including Braille, British Sign Language (BSL), Easy read, audio, video and large print.

07_Engaging with the public

- **Cardiff Wales LGBT Mardi Gras**

The Cardiff Wales LGBT Mardi Gras was held at Cooper's Field, Cardiff on Saturday 4 September 2010. The Assembly's Outreach Bus was staffed by the events team and our LGBT Staff Network, OUT-NAW, and was visited by a record number of people. Many questionnaires were completed about our engagement with the LGBT community and views were given on the best ways of communicating with people about the Assembly elections and the referendum on the Assembly's powers in 2011. A number of people also came along for a chat on how best to contact their Assembly Members, the Equality of Opportunity Committee, to discuss our work more generally or to meet the Presiding Officer, Lord Dafydd Elis-Thomas, who spent a considerable amount of time meeting visitors and enjoying the lively atmosphere on the field. It was, indeed, a day to celebrate diversity in Wales.

- **Events at the Assembly**

- **Unity festival 28 June – 4 July**

The Unity Festival took place between Monday 28 June and Sunday 4 July in the Pierhead. Now in its third year the festival celebrates art created by all and enjoyed by all. Taking part in the festival were national and international companies and artists specialising in inclusive arts, learning disability arts and disability arts.

- **Black History Month – October**

October was Black History Month and the Assembly welcomed an exhibition by the Black Voluntary Sector Network Wales to highlight their key issues.

- **Women in Democracy event – 25 November**

This debate explored how progress was made in improving female representation since devolution, what obstacles threaten that progress and what new measures may now be needed to ensure that the National Assembly reflects its commitment to the principle of gender equality in the future.

- **Summer events**

The summer events programme 2010 was an opportunity for the Assembly to showcase a new way of working by using the Assembly outreach bus at Wales's National Events. It proved to be highly efficient financially and also in encouraging visitors to engage with the Assembly. The summer events programme was used as a tool to start communicating our key messages for voting in 2011. Our research showed that we should specifically target first time voters in our

activity programme as these were amongst the lowest turnout groups for voting at the Assembly elections. Following this we held a series of events where the Llywydd met a variety of first time voter groups and provided an opportunity for them to discuss their issues.

- **Outreach**

Our Outreach Team raise awareness of the work of the Assembly across Wales. Over 2010 they have worked with a number of equality-related organisations and have delivered workshops and presentations based on Understanding and Engaging with the National Assembly for Wales. Groups visited include -

- Women Making a Difference
- Voluntary Action Council Networks
- Shelter Cymru peer mentors
- Welsh Refugee Council (Children and Young People, new citizens and staff)
- Muslim Youth Wales
- One Voice Wales
- Learning Disability Wales
- Prince's Trust Volunteers

- **LGBT History Month**

To Celebrate Lesbian, Gay Bisexual Trans (LGBT) History Month, the Assembly collaborated with organisations around Cardiff to sponsor the screening of the film *Beautiful Thing*, a coming of age, coming out story set on a council estate in south London. At the event, attendees were asked to contribute to a specially created interactive timeline highlighting some important LGBT landmarks. This timeline toured various public locations where people were invited to add their own special landmarks.

- **Vote 2011 – accessible formats**

In the run up to the 2011 referendum and Assembly election, the Assembly has undertaken a large amount of activity as part of the 'Vote 2011' campaign. In order to ensure that we are able to reach as many people as possible in Wales, and encourage them to use their vote in 2011, the Publications team has produced Vote 2011 information in various formats such as BSL, Braille, large print and easy read. We have also worked with the Education team to produce a leaflet that uses appropriate language to target a younger audience and we have worked with the Broadcasting and Multimedia team to ensure that all videos deliver a consistent message.

- **Step Up Cymru**

The Step Up Cymru Mentoring Scheme, referenced above in the Highlights section, aimed to provide individuals from under-represented groups with an opportunity to acquire skills and knowledge to act as community ambassadors, advising and empowering others to become more actively engaged in civil society.

- **Awareness, advice and guidance**

We have also engaged with the local community to help with awareness-raising and the development of staff policies. We have worked with advocates and experts across a range of fields:

- To raise awareness of trans equality and the development of our gender reassignment policy we invited an advocate from a:gender, the support network for transsexual, transgender and intersex staff in the civil service
- To raise awareness of domestic abuse and to promote the launch of our domestic abuse policy we invited a survivor of domestic abuse to inform us why it is important to have a supportive workplace
- To help dispel some of the misconceptions around Islam we invited a local community to speak to our staff.

- **Website survey**

We recently published an online survey asking members of the public to comment on the accessibility of our website. Results from the survey show that many people find it difficult to use the website and to know where to go for information.

Committee Engagement

Over the course of 2010, our Outreach team has also worked closely with Assembly Committees to increase democratic participation of under-represented group across Wales. Examples include:

- **The Children and Young People Committee** completed its inquiry into the provision of safe places to play and hang out in November 2010. The inquiry was undertaken as a result of the 'it's all about you' project that asked over 2700 children and young people what issues were most important to them. During the inquiry, nearly 1200 more children and young people were asked about their experiences. The Committee sought evidence from disabled young people, young

carers, asylum seeking children, children and young people who had been excluded from school and very young children. Appropriate support was given to individuals to enable them to give evidence. The Committee spoke to some of the children and young people in workshops across Wales, others gave evidence in a formal Committee meeting at the Senedd and others still submitted video or pictorial evidence to the Committee. The report of the inquiry's findings was launched at a play event at the Senedd in which children, some of whom were living in poverty, were able to try a number of play opportunities. A summary version of the report was published at the same time as the full report.

- **The Petitions Committee** has continued to provide the public with an opportunity to engage with the Assembly during 2010. The Committee gives the people of Wales a direct way of influencing the work of the Assembly. In 2010, the Committee produced information in accessible formats in order to promote the petitions system to more people across Wales.

During the autumn term 2010, the Petitions Committee undertook an inquiry into work based learning provision for vulnerable young people. This resulted from an evidence session, where the Committee took evidence from young people living independently while undertaking work based learning. This was their first time they had given evidence to an Assembly Committee, and was an opportunity for a group of young people who would not traditionally engage with Assembly business to get involved with the Assembly. The session gave the Committee the opportunity to hear about their experiences, and galvanised the Committee to undertake an inquiry. The inquiry resulted in a number of recommendations being made to the Government to help improve support to vulnerable young people in work based learning.

Shelter Cymru Petition

Our Outreach Team and Petitions Committee clerks delivered a workshop to Shelter Cymru on Understanding and Engaging with the National Assembly for Wales. This led to Shelter Cymru producing a petition to the National Assembly for Wales Petitions Committee. The petition was presented to Chair of the Committee on the Senedd steps on 3 December 2009. The petition received over 350 signatures and had its first reading on 1 February 2010. On 23 March 2010, representatives from Shelter Cymru were invited to give evidence to the committee. Two representatives from Shelter attended along with

one of their peer educators who gave a presentation about their petition, answered some follow up questions and shared some personal experience of homelessness, which certainly enhanced the evidence session. As a consequence, one of the representatives from Shelter Cymru has also given evidence to the Financial Inclusion inquiry. The Minister has responded to the petition and has invited Shelter Cymru to work with his team to include leaving home on the current PSE website.

- **The Equality of Opportunity Committee** has an extensive database of consultees which includes 62 voluntary sector organisations representing the interests of under-represented groups, as well as the 20 councils for voluntary action and the 18 local access groups. As part of its inquiry into the accessibility of railway stations in Wales, the Committee received written responses from Caerphilly People First, Wales Council for Deaf People, Neath Port Talbot Disability Network, Monmouthshire Disablement Association, Montgomeryshire Alliance of Neurological Groups & Alliances, Taff Ely Access Group, Pembrokeshire Access Group, Mid and West Wales ME Group, Age Cymru, Disability Wales and a large number of individual members of the public with mobility problems and/or a disability. The Committee also took oral evidence from Disability Wales, MS Society, Guide Dogs for the Blind and Wales Council for Deaf People.
- **The Equality of Opportunity Committee** also undertook an inquiry into the impact of Welsh Government policy on the accessibility of transport services for disabled people in Wales, for which it drafted an easy read version of its consultation letter for distribution to learning disability groups. The Committee received responses from a wide range of disability and learning disability organisations and took oral evidence from Mencap Cymru, Monmouth People First, Learning Disability Wales, Swansea Disability Forum, Scope Cymru and Deafblind Cymru.
- **The Equality of Opportunity Committee** also followed up the recommendations of its report into the accessibility of polling stations by inviting representatives of Scope Cymru to come back to Committee and give their views on whether the situation has improved since the publication of the report.
- When undertaking consultations, **all Committees** include organisations representing minority groups as a matter of course.

08_Providing Support for Assembly Members

Legal Support

The Legal Department provides legal advice and assistance to Assembly Committees and Assembly Members as and when required. Advice over 2010 has been given to a range of Assembly Committees including the Assembly's Equality of Opportunity Committee, the Children and Young People's Committee, the Constitutional Affairs Committee, and to relevant Legislation Committees that scrutinise and consider Legislative Competence Orders and Proposed Measures when their content is relevant to equality issues.

Advice, assistance and/or legal briefing has been provided on a range of equality issues including the content of the Equality Bill as it passed through the legislative stages at the UK Parliament; on the Equality Act 2010; age discrimination; disability discrimination; the role, duties, and powers of the Equality and Human Rights Commission; discrimination against people with HIV; retirement age and procedures; a vulnerable witness protocol; rights of children arising from the UNCRC; accessibility of railway stations; and the Convention on the rights of persons with disabilities.

Committees

The Committee Service is responsible for supporting the work of Assembly Committees. Assembly Members rely on Committee Service to engage with external stakeholders and present a breadth of witnesses and evidence sources for the Committees to consider. Committee Service works closely with the Members' Research Service (MRS) to ensure that this is done in all briefings provided to the Committee, whether written or oral and whether delivered by Committee Service or MRS.

Committee Service has worked closely with colleagues across the Assembly to support Assembly Members in their work. For example, it has worked with External Communications, Security, Health and Safety, press, Publications, Translation, Education and the Copy Unit to deliver the play report launch event held in November 2010, which 80 children and young people attended.

Also, briefing supplied by Committee Service to committee chair will set out the specific needs of witnesses and will recommend ways of supporting any witnesses identified as vulnerable. Support might include conducting the evidence session in a less formal way, asking more open questions, allowing the witness to take a break in questioning and allowing witnesses to bring someone to the committee table to support them during the evidence

session. Each of these approached have been used during Committee meetings in 2010.

Members' Research Service

The Members' Research Service (MRS) provides confidential and impartial research support, independent of the Welsh Government, to the Assembly's committees and to individual Assembly Members. Staff in MRS work collaboratively with Legislation Office, Committee Service and External Communications colleagues to increase opportunities for under-represented groups to be consulted as part of the Assembly's work.

Also, MRS works closely with Committee Service to ensure that suggested lines of questioning supplied to Committee Members are mindful of equality and the need to support minority groups.

Over the last year, there have been increased opportunities for researchers working in diverse policy areas to be involved with the Equality of Opportunity Committee. This has given more researchers the opportunity to engage with equality issues and to develop a greater awareness of equality issues in their different subject areas e.g. transport. This has helped to mainstream equality across the service.

Assembly Members and the Equality Act 2010

Assembly Members employ support staff and provide services to the public through their constituency offices. As such, they have responsibilities under the Equality Act 2010. Our Human Resources, Members Business Support and Equality teams are developing a range of information for Assembly Members in relation to their legal duties. Information will be provided on the Members' intranet pages and will be updated as and when legislative changes occur.

Personal Emergency Evacuation Plans (PEEPs) for Disabled Assembly Members and their Staff

PEEPs are available for disabled Assembly Members and their staff should they be required.

09_Priorities for 2011

Equality Act – preparations for the public sector equality duty and staff training

With the advent of the Equality Act 2010 and the subsequent public sector equality duty, we will spend considerable time in early 2011 focussing on preparations for the duty and how best to prepare staff for its implementation. Our Equality Team are working with HR colleagues to develop a training strategy to make sure that all of our staff and our Assembly Members are aware of their roles and responsibilities under the Act and public sector duty.

Under the new Equality Act, the Assembly, as a public body, is subject to general and specific requirements which tell us how we must promote equality of opportunity, eliminate discrimination and foster good relations between different groups of people. The Assembly is bound by the requirements of the UK Government's duty but where we think it is necessary and appropriate we will act within the spirit of the Welsh Government's requirements, to be in line with the rest of the Welsh public sector.

Equality Impact Assessing

To ensure that equality issues are considered throughout everything that we do, we will further develop our system of Equality Impact Assessing. We will amend the form that we use to make it more efficient and user-friendly. We will also train staff so that they know to undertake impact assessments and we will publish our results.

Information for Assembly Members in the Fourth Assembly

The Equality Team are working with colleagues to develop a range of equality-related information for prospective Assembly Members. Information will cover their role as employers and service providers.

Review our Equality Scheme and publish a new Scheme by April 2012

Our existing Equality Scheme will be extended until April 2012 when we will publish our new Scheme. We will work with colleagues and service users to make sure that our new Scheme will be appropriate for our needs.

Improve staff data

We recognise that our method of collecting staff monitoring data needs strengthening. Our Equality Team and HR Operations Team are working on a

solution to make sure that our information is as complete as possible for future reporting.

Accessible website

We will be developing a new website which will be user-tested to make sure that it is user-friendly and accessible.

Braille

We will work with external contacts to make sure that all of the Braille signage within our estate is correct and accessible.

Child, young person and vulnerable adult protection policy

As an organisation, we have a lot of interaction with children, young people and vulnerable adults. As such we feel it is appropriate that we develop a policy to make sure that vulnerable people are protected when we are working with them.

10_Glossary

Assembly Members – politicians elected to represent different areas across Wales. The National Assembly for Wales is made up of 60 elected Assembly Members.

Diversity - concerned with celebrating difference. Treating everybody in the same way fails to recognise the differences between people and can cause unfairness and inequality.

Equality - concerned with breaking down the barriers that currently block opportunities for certain groups of people.

National Assembly for Wales - The National Assembly for Wales is made up of 60 Assembly Members from across Wales. They are elected by the people of Wales to represent them and their communities, make laws for Wales and to ensure the Welsh Government is doing its job properly.

Pierhead – a historic building in Cardiff Bay which the Assembly uses as an education and event space.

Senedd - The main public building of the National Assembly for Wales. It is where Assembly members meet to make laws and scrutinise the Welsh government.

Siambr – the debating chamber of the National Assembly for Wales

Annex A: Progress on objectives from our Equality Scheme and Action Plan

Action Plan – Corporate Planning and Management

	Required Outcome/Objective
A1	An effective Equality Scheme in place that is monitored and progress on achieving our equality objectives is reported on regularly

Our Equality Scheme and Action plan was published in November 2008. Although the Scheme is scheduled to end in November 2011, it will be extended until April 2012 when our new Scheme will be published. Our first update report was published in December 2009. This report will be published online and scrutinised by the Equality of Opportunity Committee.

	Required Outcome/Objective
A2	A Scheme and Action Plan that is reviewed externally every three years

Year 3 objective. No action to report.

	Required Outcome/Objective
A3	Equality objectives are taken into account in service areas' work planning processes

Identified objectives from our Equality Scheme and Action Plan are written into the service plans of each Service Areas.

	Required Outcome/Objective
A4	New and proposed policies are equality impact assessed and staff are trained to carry out this process

We are in the process of developing our equality impact assessment tool which will be rolled out across the organisation in 2011 with accompanying training for staff.

Required Outcome/Objective	
A5	Effective internal working relationships/networks in place to inform our work on equality

We consult with the Trade Unions and our LGB&T and Disability Staff Networks when developing corporate policies that affect staff, such as the Assembly's Dignity at Work, Discipline and Grievance policies. We also have an Equality Steering Group made of representative Equality Leads from across the organisation which also inputs into developments. Minutes from these meetings are available to staff on the intranet.

Required Outcome/Objective	
A6	Effective external working relationships/networks in place to inform our work on equality

We have established a group of external contacts who provide advice on disabled access issues. We also work with representative organisations which provide guidance when necessary. We worked closely with the Welsh Local Government Association's Equality Unit to run our Step Up Cymru Mentoring Scheme through which we have developed contacts with individuals and organisations in the equality field. Our Equality and Access Team also liaise with contacts within the Welsh Government, EHRC Cymru and representative organisations and individuals. For example, we have worked with individuals to inform the development of our policies that support staff undergoing gender reassignment or experiencing domestic abuse.

Required Outcome/Objective	
A7	Staff and Assembly Members are able to gain timely and accurate advice on equality, access and human rights issues

The Equality and Access Team is a dedicated resource available to all staff and Assembly Members. Our intranet site was developed in 2010 to include more information and advice for staff and Assembly Members. We undertake considerable awareness activities to promote equality and the work of the Team.

	Required Outcome/Objective
A8	Awareness amongst staff and Assembly Members re equality, access and human rights is heightened

Awareness-raising has occurred throughout the year with articles published in our staff magazine on a range of equality issues, across the equality strands. Topics covered over 2010 include International Women’s Day, LGB&T History Month, Black History Month, Diwali, International Day of Disabled People, Ramadan, Cardiff’s multicultural Mela and the introduction of the Equality Act 2010.

Information factsheets have been developed for Assembly Members outlining their duties and responsibilities under the Equality Act 2010 which will be rolled out in 2011.

Equality training is provided to new staff as part of the Corporate Induction Training. In addition, Customer Service training, Deaf Awareness training and Disability Equality training continues to be provided. Events and conferences organised by the Equality Team provide further opportunities for staff to be involved and further informed.

	Required Outcome/Objective
A9	Increased engagement with members of under-represented communities, with the aim of promoting and widening engagement with and participation in democracy

Contact has been made with various under-represented groups through the Step Up Cymru Mentoring Scheme. The Scheme aimed to increase the awareness of the participants and their communities about democracy and citizen engagement in Wales. We developed a Steering Group of representative organisations to help design the scheme. Thirty-four individuals from under-represented groups participated in the scheme.

Our Outreach and Equality and Access teams have made contact with numerous under-represented communities over 2009 and will continue to increase their community contacts over 2010.

Action Plan – Human Resources

	Required Outcome/Objective
B1	Our vacancies reach those local groups who represent ethnic minority people and attract the volume of applications from these groups that reflect the general population with a view to extending this incrementally to the other equality strands

We have informed various organisations about vacancies within the Assembly. A secondment opportunity which was part of our outreach strategy, was advertised within BAWSO, MEWN Cymru, South East Wales Racial Equality Council, Race Equality First, All Wales Ethnic Minority Association, Equality and Human Rights Commission, AWETU, Black Voluntary Sector Network Wales, Stonewell Cymru, Black Environmental Network, Welsh Refugee Council, Displaced people in Action, Disability Wales, Wales Women’s National Coalition, Voices for change Cymru, Fyne Times, Safer Wales, WLGA and the Diversity Group. Posts have also been advertised in the job centre which has links with other agencies representing under-represented groups.

We have also widened advertising to attract appropriate audiences. We have published generic adverts within the Diversity Group, All Wales Ethnic Minority Association, Stonewall’s ‘Starting Out’ guide and Equality Britain to promote the Assembly as being committed to all aspects of equality and diversity.

We have also participated in careers fairs and away days to promote the Assembly as a potential employer.

	Required Outcome/Objective
B2	Staff, Assembly Members and Assembly Members' staff to have an increased awareness of their equality/human rights responsibilities and the following equality strands: age, disability, gender/gender identity, race, religion/belief and sexual orientation. Also, to have an understanding of the implications of the Equality Scheme and public sector equality duties

The Learning and Development Team have worked with the Equality and Access Team to develop a training programme for Assembly staff, Members and their staff. Equality, Diversity and Culture training has been rolled out to all front line staff and offered to all other staff. Following a training needs analysis, a training strategy for equality will be finalised in 2011. To support this, a budget has been ring-fenced from the corporate training budget in 2010/11 to specifically address Equality training needs amongst Assembly staff.

To 'kick start' the Equality training strategy, the Equality, Legal and Human Resources teams have undergone in-depth training in the Equality Act 2010. The training was delivered by a team of Barristers from the legal firm, Civitas.

Training has been offered to all Members and their support staff on equality and human rights issues. Members and their support staff can also take advantage of the induction training provided to all new staff at the Assembly. In addition, there will be a significant increase to the Members training budget in 2011/12 and Equality awareness will be included in the Assembly Member induction (May 2011) and beyond. Information factsheets have been developed to enable Members and their staff to deliver services to their constituents and members of the public. These factsheets cover a range of equality, human rights and customer service issues and will be published in 2010.

Over the course of 2010, the National Assembly's Equality and Access Team has started to disseminate the aims and objectives of the Equality Scheme to each Service Area across the organisation. By sharing the core values enshrined in the Scheme we are ensuring that all of our staff recognise that we are an equality of opportunity employer.

The Equality and Access section of the intranet will be further developed in 2011 to provide a valuable resource for staff and Members.

	Required Outcome/Objective
B3	Both bullying and harassment are taken seriously and staff are educated about their duties and responsibilities

The National Assembly for Wales has worked in partnership with the Trade Unions, LBG&T and Disability Staff Networks and produced a new suite of policies for Dignity at Work, Discipline and Grievance and has delivered awareness sessions to employees on these key policies. The Assembly has been given external recognition for its Dignity at Work Policy and was invited to give a presentation on the policy to a Stonewall Regional Conference.

	Required Outcome/Objective
B4	Grades are monitored and any gender differentials are addressed

We undertook an Equal Pay Review based on salaries in payment as at 31 December 2010 (See results attached as Annex C) and identified where gender differentials may exist. As a result of the Pay deal, which came into being on 1 April 2010, and a reorganisation of the Security service to establish a permanent Night Shift rather than a rotating shift pattern, the Assembly has removed the male lead in salaries for the Team Support grade. However, due to the high concentration of male employees in the Security service in the Team Support grade, the overall female lead in salaries has increased.

The median basic and total FTE salaries for M-2 males are 5.0 and 7.1 per cent respectively below that for females - this is largely explained by the numbers of female M-2 staff in receipt of the TRS Recruitment and Retention Allowance.

We have also undertaken a comparison of part-time salaries with their full-time equivalents. This has shown that part-time female employees earn higher full-time equivalent salaries than full-time male employees.

	Required Outcome/Objective
B5	Employment policies that take account of changing legislative requirements on equality and human rights

We have a rolling programme for policy reviews and all policies are impacted assessed. We have worked with the TUS and our LBG&T and Disability Staff Network and will be further strengthening this with a BME Staff Network.

Required Outcome/Objective	
B6	Equality considerations are built into recruitment processes (including flexible working, job-share and home working arrangements)

All jobs are available to staff on a flexible basis, unless business needs determine otherwise. For jobs that are not open to flexible working, a business case is required. Legal advice has been sought to ensure that business needs are justified and in keeping with legislation.

Required Outcome/Objective	
B7	Improved staff equality data is available. Data is collected, logged and easily available from monitoring employment policies

Using feedback from employees and the LGB&T and Disability Staff Networks (and a forthcoming BME Staff Network), the personal data screen of Snowdrop U-Access is being redesigned to encourage fuller reporting. The new Snowdrop system of recording data was introduced in November 2009 and staff are encouraged to complete relevant sections, prompted by an e-mail that is generated if the information has not be completed or indicated that they prefer not to say.

Required Outcome/Objective	
B8	Our emerging pay strategy has embedded within it the principle of equality

An Equal Pay Review was undertaken in 2009 which informed the development of our pay deal in 2010. Short pay scales were maintained to ensure that equality is embedded within the strategy.

A follow-up Equal Pay Review was undertaken based on salaries in payment as at 31 December 2010. This demonstrated that there is now only one grade (M-2) where there is a significant difference in median salary between male and female employees. This was due to the number of female employees in the Translation and Reporting Service who are in receipt of a Recruitment and Retention Allowance to reflect the skills necessary for that role which has raised the median salary for the grade

	Required Outcome/Objective
B9	Employees from under-represented groups feel supported and contribute to the development of policies that might affect them (staff networks)

Currently we have two support networks for staff, with a third, a BME Staff Network, currently being developed. Our LGB&T and Disability Staff Networks have been consulted in parallel with Trade Unions on new policy developments and reviews. In 2010, the staff networks contributed to the development of the Attendance Management Policy.

	Required Outcome/Objective
B10	Our revised induction arrangements place appropriate emphasis on our equality commitments/duties and these arrangements are shared with Assembly Members' staff as appropriate

Induction training on equality and human rights issues is provided to all new staff in the Assembly and is offered to Members' support staff. The training covers respect and dignity for other colleagues and service users, and covers issues relating to each of the equality strands.

For the Fourth Assembly, the Equality element of the induction programme is being improved and will now include information about the Equality Act 2010.

	Required Outcome/Objective
B11	A pilot scheme promoting work assignments for ethnic minority people to be introduced and rolled out to other strands pending review of pilot

To support the progression of BME (Black and Minority Ethnic), LGB&T and disabled staff, the Assembly's HR team ran an inward secondment targeted at these communities between April and October 2010. The secondment opportunity was advertised to 19 equality organisations in the Cardiff and surrounding areas (as referred to in B1) and was successfully awarded to an employee of BAWSO (Black Association Of Women Step Out Ltd). The role involved working within the Recruitment and Learning & Development teams as an HR IT Officer three days a week for a period of six months, primarily focusing on the implementation of the HR IT system, Snowdrop. This opportunity enabled the Assembly to benefit from their experience of delivering high quality services within a very diverse setting whilst also

dispelling any stereotypical myths that the Assembly’s workforce is only full of ‘white middle-aged welsh-speaking men’. The secondment therefore offered the secondee an opportunity to see this first hand and communicate to their colleagues, service users, family and friends within minority communities to think about the Assembly as a potential employer. The mutual learning to both the Assembly and BAWSO was therefore very positive.

We are also running a supported work placement scheme in conjunction with Gofal to enable a person with mental health issue to experience working for the Assembly.

Action Plan – External Communications

	Required Outcome/Objective
C1	Information about the Assembly and its work is accessible to all people. Awareness is raised across all sectors of society about the work of the Assembly

We have developed an education strategy which takes equality issues into consideration. The Assembly offers tailored programmes and an education outreach service for special needs schools. In January 2010, we organised our first special needs teacher training day, followed up by a teachers’ workshop in June 2010 organised for the same group of teachers.

Audio, video and Word documents are now prepared for all media releases, increasing accessibility for a cross-section of different groups.

Our Outreach Team is actively working with under-represented groups across Wales and the Presiding Officer’s tour targeted under-represented groups.

Over the past year our Outreach Team has worked with organisations and underrepresented groups across Wales such as Shelter Cymru, The Prince’s Trust, Fairbridge De Cymru, Muslim Youth Wales, the Welsh Refugee Council, One Voice Wales and Women Making a Difference, to deliver sessions on Understanding and Engaging with the National Assembly for Wales and to encourage active participation in the democratic process.

All information about the Assembly is available in alternative formats upon request. We have developed an Accessible Information Toolkit to ensure that information that we produce is accessible to the public. The Toolkit sits alongside the Assembly's style guide on the intranet, providing staff with comprehensive guidance on producing information that is clear, consistent and accessible.

We have also produced a number of key publications in various formats this year. In the run up to the 2011 referendum and Assembly election, we have undertaken a large amount of activity as part of the 'Vote 2011' campaign. In order to ensure that we are able to reach as many people as possible in Wales, and encourage them to vote in 2011, we have produced Vote 2011 information in British Sign Language, Braille, large print and easy read. We have produced a leaflet that uses appropriate language to target a younger audience. In addition to this we have been working on producing multilingual versions of 'Explore the Senedd' and 'Explore the Pierhead' which will be available in 2011.

	Required Outcome/Objective
C2	Assembly publications with images are representative of diverse society in Wales

A database of images is held within the External Communications Team. New images have been developed to align with the new Assembly brand which includes images of diversity. One example is the Assembly's Annual Report and Statement of Accounts.

This year we also launched a suite of resources aimed primarily at teaching young people about the work of the Assembly. These resources are based on an illustration of a landscape in Wales which depicts the 20 subject areas in which the Assembly can make laws. The illustration features famous Welsh landmarks and familiar scenes as well as a range of characters who reflect Wales's diverse society.

	Required Outcome/Objective
C3	Press/media releases are sent to organisations that include representative organisations/groups that might represent the equality interests

We have developed a contact list of specialist organisations and individuals across Wales who receive press releases from our Media Relations team when the issue is considered relevant to them. For example, when the Health, Wellbeing and Local Government Committee issued a report on services for wheelchair users in Wales the story was also sent to groups such as Disability Wales and the MS Society, alongside the usual press. Another example of the Assembly engaging with groups that represent the equality interests was the recent launch of the Equality of Opportunity Committee’s report on the accessibility of railway stations in Wales. To encourage publicity of the report, the Media Relations team worked closely with the MS Society to source case studies from underrepresented groups who would speak to media to demonstrate the key messages in the report. This proved extremely successful and the story was carried up by all major news organisations in Wales. Additionally, the Media Relations team has increased its multi-media activity and regularly produces audio and video content, therefore providing different formats to the standard media release.

	Required Outcome/Objective
C4	People from under-represented groups access and visit the Senedd and our other buildings

We are currently unable to provide quantitative evidence on the visitors to the Senedd. We have completed a Senedd Exit Survey and will shortly have an interactive pod in the Senedd on which people can leave feedback. A paper based feedback system will also be available.

Our Outreach Team works with community groups across Wales, encouraging them to visit the Assembly. Over the past year, members of organisations including Welsh Refugee Council and Shelter Cymru have visited the Assembly for the first time as part of the partnership working with the Outreach Team

The Education Team has also welcomed groups of students from special needs units within mainstream schools and provided outreach sessions for the same and similar groups.

	Required Outcome/Objective
C5	Guided tours of the Senedd which are accessible to visitors with sensory impairments

A review of the accessibility of our literature is on-going in line with our accessible information policy. Tours are available to all of the people in Wales and specific requirements will be catered for when reasonable and practicable. Tours using a British Sign Language interpreter are available if booked in advance.

	Required Outcome/Objective
C6	An increase in ethnic minority and disabled young people's participation from groups in the education centre of the Assembly

Links have been established with schools and colleges across Wales to promote the Assembly as a place for children and young people to visit. While we actively target special education needs schools and mainstream schools with special education needs units, we are unable to specifically target children from different ethnic minorities. We are also unable to monitor the ethnicity of the children who visit the education centre.

We have produced a database of all pupil referral units and one of our outreach education officers has made links with a special school to gain more advice on how we should teach special needs pupils. We now welcome SPORTSTRAIN WALES yearly to the Assembly and the groups have regular education outreach visits throughout the year. This is a group of pupils excluded from mainstream education. One of the SPORTSTRAIN WALES leaders has now moved and taken up a post with the Military Preparation College and the education outreach service will be working with their special needs students in 2011.

The Outreach Team have been working to increase participation by providing workshops to young people involved with the Welsh Refugee Council and Muslim Youth Wales on Understanding and Engaging with the National Assembly for Wales.

	Required Outcome/Objective
C7	Widened access to under-represented groups at Assembly events over Wales

The Assembly was represented at a series of events over the summer at a range of accessible venues across Wales. The events included the Urdd Eisteddfod in Cardiff Bay, Llangollen International Eisteddfod, Royal Welsh Show, the National Eisteddfod, in Bala and the Cardiff-Wales Mardi Gras. A large cross-section of Welsh Society engaged with the Assembly at these events through interactive, on-line activities and a range of questionnaires.

The Events team also had a presence at the Mardi Gras in Coopers Field, Cardiff in the form of the Outreach bus which was staffed by the events team and our LBG&T Staff Network, OUT-NAW. Many questionnaires were completed about our engagement with the LGB&T community and views were given on the best ways of communicating with people about the Assembly elections and the referendum on the Assembly's powers in 2011.

Our Outreach team provides workshops and presentations as well as attending events in the regions providing information to under-represented groups across Wales.

Our Education team have prepared and branded many multi-level, multi-ability worksheets for visitors to the Senedd and to our bus at summer events.

	Required Outcome/Objective
C8	People from under-represented groups view and/or engage in Assembly proceedings (e.g. committees, plenary and the petitions system)

Our new e-democracy strategy ensures that information is presented in a variety of formats targeting different groups using appropriate media for that group, such as audio files and video files. Easy-read documents are being developed as well as accessible summary documents of key Assembly documents. There are clear instructions on all key documents that they are available in different formats and languages as necessary.

Our Outreach Team has worked with the Assembly's Committees to increase engagement in Assembly proceedings from under-represented groups.

Over the past year, the team has been working with a group from Shelter Cymru to help them understand and engage with the Assembly. In turn, this led to the group presenting a petition to the Assembly and consequently, they gave evidence to the committee on their petition.

The team has also worked closely with the Children and Young People Committee on their Safe Places to Play and Hang Out inquiry, ensuring that children and young people all over Wales had the opportunity to respond through a questionnaire. We have also promoted the Committee inquiries into young people not in education, employment or training and Financial Inclusion to relevant local groups and organisations.

Accessible leaflets have been produced to engage people with the petitions system. As well as the easy read version of the 'Three easy steps to submitting a petition' leaflet, we have also developed a BSL script for a forthcoming BSL video on the petitions process. We have also produced materials that explain the Assembly's work to young people and encourage them to participate in inquiries, for example. We have also produced clear and visually engaging newsletters for the Children and Young People Committee.

During the Spring and Summer of 2010 the Education Team has also worked closely with the Children and Young People Committee on their Safe Places to Play and Hang Out inquiry, ensuring that children and young people all over Wales had the opportunity to respond through a questionnaire. During November 2010 the Education Team worked closely with one of our Legislation Committees on the consultation about travelling and transportation to and from school. This again ensured that children and young people from all over Wales had an opportunity to respond and voice an opinion through a questionnaire. Many hundreds of questionnaires have been returned.

	Required Outcome/Objective
C9	Frontline staff that are trained and feel confident in welcoming people with differing needs to the Assembly

All frontline staff have taken part the Culture, Access and Diversity training course aimed at increasing the knowledge and skills of staff when welcoming visitors with differing needs. Frontline staff have also attended deaf and deafblind awareness training to increase confidence when dealing with visitors with different communications needs.

Some of the front line staff have also successfully passed level 1 British Sign Language, and are in the process of starting level 2. The staff have already used their skills to welcome and give information to deaf visitors to the Assembly estate.

Action Plan – ICT

	Required Outcome/Objective
D1	An accessible website that all people, including disabled people, can access easily

The Assembly has taken to various social media platforms to engage with a new digital audience, sharing information about legislation, scrutiny, events, explanations about what the Assembly does, and how the public can engage with it. This has included setting up accounts on Twitter, Facebook, Flickr and YouTube. As well as that, work has been done on refining and improving the website as far as possible within current constraints, to improve accessibility to information that is already there.

We are currently in the process of investigating possible routes for the development of a new Assembly website. Any new developments will adhere to the highest accessibility standards. Any developments of the site will be user-tested to make sure that it is user-friendly and accessible.

	Required Outcome/Objective
D2	IT equipment is accessible and made available for staff with specific requirements in a timely manner

New desktops and laptops have been provided for all staff throughout the Assembly which has provided improved accessibility appropriate for the individual users. The project has also improved home working provisions for Assembly Members, their support staff and Assembly staff.

	Required Outcome/Objective
D3	Development of new features for the website to enable full and equal public engagement

Social media has been incorporated into the Assembly’s website. Links to Facebook, twitter, and Flickr have been added to the main homepage for users to follow assembly news, events and other business on these platforms as well.

In 2010 we launched a new education website, Explore the Senedd, to provide more accessible information on how the Assembly works and its services. One of the main strategic aims of this Assembly is to increase participation in the democratic process, and a core part of that is getting young people interested in devolution.

We also recently refreshed Senedd.tv, the portal to watch Assembly proceedings and videos online in increase accessibility and ease of use.

In order to increase democratic participation we have also produced information about the elections taking place in 2011 in a range of formats, including BSL, and Easy read which are available online.

Action Plan – Procurement/Supply Management

	Required Outcome/Objective
E1	Our suppliers operate to the highest standard in relation to equality issues; the supply chain is given a clear indication that equality is important to us as an organisation and that suppliers would be expected to act accordingly

The Assembly’s Procurement System is based on a set of fundamental values adopted by the Assembly Commission. This includes a requirement for the procurement process to have full regard to equality and diversity. We consider equality and diversity issues to be part of the social aspect of Sustainability. Our Equality and Diversity Values are

further embedded into our procurement policy which requires all suppliers, tenderers, consultants and contractors to share our commitment to equality and diversity and to demonstrate that they comply with all current legislation. These requirements are then included in guidance to contract managers and in our standard specification template which helps contract managers to include ensure that equality and diversity are addressed in every contract specification. Compliance with equal opportunities legislation is a condition of every contract entered into by the National Assembly for Wales. Any breach of that condition would be a breach of the contract and would be dealt with in line with procedures built into our standard terms and conditions of contract. This includes the option to terminate the contract.

Action Plan – Estates and Facilities Management

	Required Outcome/Objective
F1	Buildings that are safe, accessible, clean environments for staff, contracted staff, Assembly Members, their staff and visitors

The Estates and Facilities Team ensure that the buildings across the estate comply with statutory guidance and offer accessible environments - this includes Part M of the building regulations, Health and Safety at Work Act and Regulatory Reform (Fire Safety) Order 2005. The Team consult the Health & Safety Advisor and Access advisor before alterations are made. Where necessary we also consult with disabled service users to ensure that our spaces are accessible. During the redevelopment of the Pierhead, an access group was brought to together to provide advice to the project team. The following alteration have been made to the Senedd building to increase accessibility to all staff, Assembly Members and visitors in the past year:

- External extension of stainless steel handrails to prevent accidents

	Required Outcome/Objective
F2	Work spaces for staff, Assembly Members, their staff and other contracted staff that are ergonomic and accessible

Display screen equipment assessments are undertaken with staff when they first join the Assembly. Following that, an annual review takes place, staff however can request such a review at any time such as if e.g. they have sustained an

injury at home or had an operation. The HR operations team further request reviews following a period of absence, the Occupational Health Nurse requests reviews of workstations after consultation with staff. Specialist reviews/ assessments are carried out by the H&S Advisor. During 2010 thirty one 'specialist' reviews were undertaken by the H&S Advisor. AM's are employers in their own right so do not fall under the remit of the Assembly Commission and therefor need to have their own DSE arrangements in place at Tŷ Hywel and their constituency offices. However the Health and Safety Advisor is always available to carry out assessments, or provide relevant information or advice on request.

	Required Outcome/Objective
F3	Health and Safety Risk Assessments that take account of equality and access considerations

Health and Safety Advisor undertakes risk assessments on a continuous basis throughout the year and ensures accessibility and equality is considered in each risk assessment. During 2010 the H&S Advisor worked closely with the Access Advisor in drafting policy and procedure for Personal Emergency Evacuation Plans and devised such a personalised plan for a wheel chair user situated in Tŷ Hywel. This also led to an issue regarding the safe evacuation of disabled people from the back of the Pierhead building that needed to be considered. Personal Emergency Evacuation Plans have further been included in the Fire Warden training package and additional staff were trained in the use of evacuation chairs.

Action Plan – Security Team

	Required Outcome/Objective
G1	Security team staff that are professional, trained and feel confident to deal with a diverse range of visitors with differing needs

All of our security staff have undertaken a Culture, Access and Diversity training course to raise awareness of the differing needs of visitors to the Assembly. Security staff have also undertaken training on the use of Evacuation Chair

Fire Training and Deaf, deafblind and BSL Awareness Courses. Procedures are in place to ensure that visitors' needs are met, including those who carry a kirpan (a Sikh ceremonial blade), women visitors getting security checked by other women upon request, wheelchairs and other support available when necessary. Over 2011 there will be more frontline training for security officers and positive action may be necessary to recruit more women and Welsh speakers to the team.

Action Plan – Assembly Business

	Required Outcome/Objective
H1	Members are provided with opportunities to build in equality considerations to their work in the Assembly and in their constituencies

MRS has guidance and procedures in place to ensure that equality considerations are mainstreamed into briefings for individual Assembly Members and for committees. MRS works in a number of ways to achieve this:

- Equality issues are routinely considered when providing suggested lines of questioning for each committee.
 - Suggested areas of questioning from an equality perspective are devised for researchers to incorporate into their budget briefings for committees.
 - Researchers are encouraged to look for opportunities to address equality issues by including them in the Terms of Reference for committee inquiries, helping to raise the profile of equality issues.
 - Briefings are checked by colleagues using guidance to make sure equality issues have been addressed
 - Researchers have the subject knowledge and research skills to ensure that under-represented groups are engaged with the work of committees.
 - Equality considerations are included in briefing for Members to sure that people from a range of perspectives are asked to give written and oral evidence.
-
- Researchers work closely with Committee Clerks to produce easy-read versions of committee reports to make them more accessible to a wider group of people.
 - The Equality Lead and Library team are proactive in sending links to various reports and sources of information to either all MRS or relevant researchers to raise awareness of equality issues.

- There have been increased opportunities for researchers working in diverse policy areas to be involved with the Equality of Opportunity Committee. This has given more researchers the opportunity to engage with equality issues and to develop a greater awareness of equality issues in their different subject areas eg transport. This has helped to mainstream equalities across the service.

MRS has guidance in place on how to incorporate equality considerations in written work and seminars have been held on *Considering Equality Issues* so that researchers have practical experience of applying the guidance. In addition to these seminars, which were mandatory for all staff, additional seminars have been held for researchers including a seminar on gender budgeting.

	Required Outcome/Objective
H2	Research outputs published on the National Assembly for Wales’s web pages are as accessible as possible

Research papers are now published in Welsh and English and available in alternative formats upon request. All publications are available on the Assembly’s website which features a statement that publications are available in alternative formats.

	Required Outcome/Objective
H3	Under-represented groups are consulted accordingly when scrutiny and legislative committees are calling for evidence

Colleagues across the organisation are continuing to work together to develop a single, comprehensive contact database. Once complete, the database will make it easier for staff to actively seek views of a wide variety of groups and individuals. The secretariat for each committee currently has individual databases relevant to their particular policy area. Staff in the Legislation Office and Committee Service consult with the Members’ Research Service (MRS), Equality Team and committee members in order to identify additional groups relevant to each specific inquiry.

- Staff are proactive in making contact with external bodies that represent under-represented groups, meeting with them to discuss relevant issues and attending appropriate conferences, including meeting with representatives from RNID, Shelter, Tros Gynnal, Stonewall Cymru, National Deaf Children’s Society, Scope Cymru and Age Concern Cymru.

- Examples of consultation with under-represented groups in 2010 include: children from socially excluded backgrounds have come to give evidence to the Children and Young People Committee about their experiences of living in poverty; veterans suffering from post-traumatic stress disorder came to the Health, Wellbeing and Local Government to talk about the issues they face in accessing mental health services; MRS and Outreach worked with Shelter Cymru to meet with a group of young people who were homeless/ experiencing housing problems.

Required Outcome/Objective	
H4	Records of plenary and committee meetings are fully accessible to staff, Assembly Members, and members of the public via the Assembly's website and fully compliant with AA standards

The records of Plenary and committee meetings are invariably published on time. The Record of Proceedings for Plenary meetings is published in three formats—HTML, PDF and Word—to make it as widely accessible as possible. There is a clear distinction between the Welsh and English text, which makes it easy for everyone to use, but especially people with visual impairments. No requests for alternative formats have been received.

Required Outcome/Objective	
H5	Interpretation equipment is accessible to all staff, Assembly Members, committee witnesses, visitors and members of the public

The objective is being met as the equipment is accessible, easy to use and is not heavy. It is fully compatible with all induction systems in the Senedd, Tŷ Hywel and the North Wales office. We have received positive verbal feedback from customers on several occasions. We are currently in the process of updating our equipment and will ensure that they are also accessible to people who use the hearing assistance system.

Interpretation equipment remains available for all users, this includes: headsets for audio enhancement, public gallery screens for video and video signing.

Action Plan – Legal Service Team

	Required Outcome/Objective
11	A member of the service specialises in equality issues and is responsible not only for giving specialist advice on such issues but also for disseminating information on such issues amongst other lawyers

A member of the Legal Service Team has been identified as providing specialist advice on equality issues. Assembly Members and staff have heightened awareness and knowledge of equality issues through the provision of legal advice and briefings on aspects of equality law including most recently on specific provisions of the Equality Act 2010. Lawyers have established links with the Equality and Human Rights Commission and have disseminated information on equality issues to colleagues across the organisation.

	Required Outcome/Objective
12	All lawyers receive, before the end of the period of the Scheme, appropriate training focussed on legal equality issues

In compliance with Law Society training requirements, all lawyers are responsible for ensuring their own continuous professional training and development and training records to enhance and increase their knowledge and understanding of legislation including equality legislation.

Equalities training is a specific on-going objective in the Performance Management and Development Reports of all lawyers in Legal Services.

Most recently in October 2010 lawyers attended an equality training course held internally which considered the Equality Act 2010 this covered a range of relevant issues including the overriding impact of the Act on Welsh, National and Local Government, the Act as it relates to employment law, Disability Discrimination, and recent changes to Public Law.

	Required Outcome/Objective
13	Lawyers prepare regular reports to the Equality and Access Team on the current status of the Assembly and of the Commission within the framework of international, EC, UK and Welsh equality legislation

The Equality and Access Team contact Legal Services as and when they require legal advice and assistance. Legal briefings are provided to the Equality and Access Team on a range of equality issues including on the Equality Act 2010.

Annex B: Workforce statistics by equality strand

Our workforce

The information provided below is taken from our Human Resources IT system. As the system relies on staff self-reporting their status across the equality strands, there remain gaps in the data where staff have not updated their personal profile.

Ethnicity of Assembly staff*

Ethnicity	Total
White	314
Other ethnicity	16
Not recorded	17
Total	347

Gender of Assembly staff by grade*

Grade	Female	Male	Total
Team support	37	71	108
Management Band 3	26	30	56
Management Band 2	58	30	88
Management Band 1	28	20	48
Executive Band 2	16	14	30
Executive Band 1	8	3	11
Salaried	0	2	2
S-2	1	2	3
S-1	1	0	1
Total	175	172	347

Age groups by gender*

Age group	Female	Male	Total
20-25	12	6	18
25-30	33	31	64
30-35	35	29	64
35-40	24	17	41
40-45	21	19	40
45-50	16	20	36
50-55	19	16	35
55-60	9	19	28
60-65	5	14	19
over 65	1	1	2
Total	175	172	347

Disabled staff within the Assembly *

Nature of disability	Total
Learning Difficulties (alone)	1
Mobility Impairment (alone)	1
Non-disabled	205
Physical Coordination Difficulties (alone)	1
Reduced Physical Capacity (alone)	2
Unknown Disability	2
Prefer Not To Say/Not reported	135
Total	347

Sexual orientation of staff*

Sexual orientation	Total
Bisexual Man	1
Gay Man	5
Gay Woman / Lesbian	1
Heterosexual	73
Prefer Not To Say / Not reported	267
Total	347

* as at 31 December 2010

Annex C: Equality Recruitment Statistics January - December 2010

The statistics presented below are from the Equality monitoring forms that are submitted with job application forms for the external recruitment schemes that ran between 1 January 2010 and 31 December 2010. Not all applicants submit the forms or fully complete them. The data covers both internal and external applications.

Gender

	Applications received	Successful at sift	Offer of employment	Reserve
Female	301	53	9	8
Male	287	48	15	5
Trans	0	0	0	0

Disability

	Applications received	Successful at sift	Offer of employment	Reserve
No Disability	476	83	21	12
Learning Difficulty	3	0	0	0
Physical Disability	6	1	0	0
Sensory Disability	6	1	0	0
Mental Health	1	0	0	0
Medical Condition	4	0	0	0
Unspecified	1	0	0	0
Other	4	0	0	0
Prefer Not To Say	9	2	3	1

No Reply	78	14	0	0
----------	----	----	---	---

Guaranteed Interview Scheme

	Applications received	Successful at sift	Offer of employment	Reserve
Guaranteed Interview	6	1	0	0
Non-Guaranteed Interview	582	100	24	13

Ethnicity

	Applications received	Successful at sift	Offer of employment	Reserve
White	513	90	22	13
Asian - Indian	11	3	1	0
Asian - Bangladeshi	1	0	0	0
Asian - Chinese	4	0	0	0
Asian - Pakistani	5	0	0	0
Black - African	6	1	1	0
Black - Caribbean	3	0	0	0
Mixed Asian and White	2	1	0	0
Mixed Black African and White	1	0	0	0
Mixed Black Caribbean and	2	1	0	0

White				
Other Asian Background	1	1	0	0
Other Black Background	2	0	0	0
No Reply	37	4	0	0

Nationality

	Applications received	Successful at sift	Offer of employment	Reserve
British or Mixed British	280	47	10	3
English	3	2	2	0
Irish	6	2	0	1
Scottish	2	1	1	0
Welsh	230	38	9	8
Other National Identity	46	7	2	0
No Reply	21	4	0	1

Age

Age	Applications received	Successful at sift	Offer of employment	Reserve
Under 20	4	0	0	0
20 - 24	159	17	6	5
25 - 29	92	16	5	2
30 - 34	103	19	3	1
35 - 39	32	6	1	1

40 - 44	52	10	0	1
45 - 49	11	2	0	0
50 - 54	30	8	2	2
55 - 59	18	10	3	1
Over 60	9	4	3	0
No Reply	78	9	1	0

Sexual Orientation

	Applications received	Successful at sift	Offer of employment	Reserve
Heterosexual	482	81	19	10
Bisexual Man	3	0	0	0
Bisexual Woman	6	1	0	0
Gay woman / lesbian	3	1	0	0
Gay man	11	2	1	0
Prefer Not To Say	18	3	0	1
No Reply	65	13	4	2

Annex D: Equal Pay Review - Median Full Time Equivalent Salaries as at 31 December 2010

	Basic Salary				Total Salary*		
	Male	Female	% Difference		Male	Female	% Difference
Team	£20,280	£20,280	0.0%		£20,280	£20,280	0.0%
Management Band 3	£22,450	£23,484	4.6%		£22,450	£23,484	4.6%
Management Band 2	£30,724	£32,245	5.0%		£31,447	£33,665	7.1%
Management band 1	£40,966	£40,966	0.0%		£42,588	£42,588	0.0%
Executive Band 2	£53,053	£50,943	-4.0%		£55,162	£50,943	-7.6%
Executive Band 1	£67,735	£63,994	-5.5%		£67,735	£63,994	-5.5%
Chief Executive, Directors and Special Advisers	£106,660	£128,032	20.0%		£106,660	£128,032	20.0%
All Staff	£22,450	£31,485	40.2%		£24,519	£32,578	32.9%

*includes various allowances available to staff